

# The Academy



“Pursuing Truth, Wisdom, Excellence”

## The Academy Mission

The Academy serves our students to develop college ready, exemplary citizens by promoting excellence in academics, character, and relationships.

# Board Member Profile Agreement

The Board of Directors is responsible for the governance of the school, development of positive community relations, preserving The Academy mission and vision, and is accountable to teachers, parents, students, and the community for maintaining the intent of the Charter.

## **General Board Responsibilities**

The purpose of the Board of Directors is to set the general direction and policy of the school, not manage it on a daily basis. The Board sets policy that is consistent with the Mission Statement, the Academy's charter, and applicable laws. The Chief Executive Officer shall answer directly to the Board. The Chief Executive Officer, as head of the school administrative team, shall make decisions on a day-to-day basis and fulfill all administrative duties for the school.

The Board is ultimately responsible for the preparation and approval of an annual budget, and ensures The Academy operates within that budget.

The Board approves and establishes a school calendar, including any changes made during the school year.

The Board is ultimately responsible for the maintenance of any records or documents required by law or provided for by the charter contract. Additionally, The Academy Board is ultimately responsible for the timely filing of all reports required pursuant to local, state, and federal regulations.

The Board typically has one regular monthly meeting, and will provide an opportunity for public input. Meeting dates, times and locations will be published in advance as required by statute. Additionally, the Board may convene work sessions as it deems appropriate. Work sessions are also open to the public and will be published in advance.

All Board members should be active in the greater school community. They are encouraged to show support for our school. Academy Board members will not serve as officers of The Academy PTO. However, Board members may be active on PTO committees.

Board members may not be employees of The Academy to prevent any conflicts of interest. In the event of any potentially perceived conflict of interest, all Board members will follow the Conflict of Interest section later in this document.

All Board members are required to attend a yearly Board retreat where Board self-evaluations are reviewed, goals are set, and the strategic plan is reviewed.

Board members shall dedicate the time and effort to fulfill their responsibilities on the Board and Board committees to their fullest capability. The goal or reasonable expectation is 10 hours per month outlined as follows:

- Attend monthly Board meetings (2 hours)
- Participate on a Board committee (1-2 hours)

- Read materials, prepare for meetings (2-4 hours)
- Participate in Board training, attend events at the school, assist with fundraising and other Board tasks as needed (2-4 hours)

All Board members should remember that one of their roles is public relations. At all times, Board members shall uphold the mission and vision of The Academy. All members are expected to be the best public relations representatives the school has.

### **Behavioral Expectations**

Board members shall abide by the open meetings law [C.R.S. 24-6-401]. Simply stated the law is this: "All meetings of a quorum of three or more members of any local public body, whichever is fewer at which any public business is discussed or at which formal action may be taken are declared to be public." Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law. As a result, any Board member who is secretly breaching confidentiality law may be removed according to the By-Law procedure.

Expectations include a professional demeanor at all Board meetings. Issues being discussed shall not be personalized or directed toward any other Board member, staff member, parent, or anyone else. Discernment should be used in interpersonal relationships and communications.

Board members will commit to resolving conflict directly with each other or with the appropriate staff member, and not share the conflict with anyone outside of the conflict; including, but not limited to, other parents, other staff members, or the media.

Board members shall exemplify integrity, honesty, and respect. Any Board member finding themselves involved in an irresolvable conflict shall put the mission and the vision of the school first.

Board members are expected to regularly attend Board meetings. The Board Chair should be informed, prior to the Board meeting, if a Board member is unable to attend.

All Board meetings shall be governed according to Federal law, State law, Articles of Incorporation, By-Laws, and Roberts Rules of Order.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, Board member, etc. A Board member will not use their position of authority while acting in their parent or volunteer roles. The Board will represent the needs and interests of all the children in our school. The student's interests come first.

Board members agree to follow the communication pathways and insist that others do so as well.

Board members will be extremely sensitive to the legal ramifications of Board meetings and comments. Executive sessions will be held only when specific needs arise.

Board members agree to research issues and consult with the school administrative team or other stakeholders if needed prior to Board meetings. Issues requiring detailed presentations and/or debate of members greater than normally acceptable during Board meetings will be addressed in Board work

sessions. If a Board member believes he/she doesn't have enough information or has questions, either the Chief Executive Officer or Board Chair is to be consulted before the meeting.

## **Training**

Board Training is vital in the development of an efficient and effective governing Board. Training plays a vital role in preparing new Board members for these duties.

The Academy Board Training Plan for new Board members, will consist of two primary parts – Internal Training and External Training. Board training will be tracked by the CEO or designee.

New Board members agree to complete internal training within their first 3 months on the Board.

New Board members agree to complete external (online training) within the first 6 months on the Board.

Board members are encouraged to attend the annual Colorado League of Charter Schools (CLCS) Conference as part of their annual training.

Board training should continue for returning Board members and be ongoing due to turnover in Board membership. Furthermore, each Board member should take responsibility for their own learning by reading books related to the curriculum or educational design of the school, attending charter school meetings whenever possible, and networking with other charter school Board members to learn more about how a Board can improve efficiency and effectiveness.

## **Conflict of Interest**

1. All members of the Board of Directors must exercise good faith and avoid participating in any activity of the Board where there exists an actual or perceived conflict of interest. Such conflicts may exist, for example, where the Board member has a past or present relationship with a program under consideration for accreditation, or with a person who is employed in or closely associated with such program.
2. Members of the Board must discharge their duties in good faith, recognizing at all times their fiduciary duty to The Academy.
3. With respect to Board decisions, members of the Board who become aware of circumstances that pose an actual or potential conflict of interest, must recuse themselves from the decision-making process and take no part in the discussion or the vote. If the member advises the Chair that he or she wishes to be recused, from the decision-making process, the Chair will honor the Member's decision and the recusal will be noted in the minutes.
4. Members of the Board shall not use their position on the Board or information obtained as a result of their service on the Board to obtain financial gain or advantage for themselves or members of their family or business associates.
5. Members of the Board shall not disclose any confidential or proprietary information.

6. Any member of the Board who becomes aware of circumstances that he or she believes pose a conflict of interest from another Board member should:
  - a. Discuss the issue with the Member;
  - b. If the issue is not resolved to the satisfaction of both parties, inform the Board Chair of the underlying facts and her or his assessment of the appropriate resolution of the potential or actual conflict;
  - c. If the issue is not resolved to the satisfaction of all parties, the Chair presents the issue to the Board for decision.
7. If the Board determines that there is an actual or potential conflict of interest, the Member will be recused from all discussion and decision-making in the matter. The minutes will reflect a decision to recuse, at any step in the process, and will reflect any Board decisions not to recuse.
8. With respect to any other matter involving a fiduciary duty to the Board, the Member shall disclose the matter to the Chair, who may request additional information from the member. The Chair may refer the matter to the full Board which shall have the final decision and may prescribe any reasonable corrective action.

### **Board Member Duties**

As a Board member of The Academy Board of Directors, I understand that my duties and responsibilities include the following:

1. Develop and implement the strategic plan in accordance to the mission and vision of the school.
2. Establish policies for operation of The Academy, ensuring that the provisions of the corporation's Articles of Incorporation, By-laws and the contracts with the Colorado Charter School Institute School Board are being followed.
3. Establish fiscal policy and boundaries, with budgets and financial controls for the school.
4. Select a new Chief Executive Officer when needed.
5. Establish the policies under which the administration will operate the school.
6. Establish necessary working committees and being sure that all members are actively involved in appropriate committee assignments.
7. Conduct a written annual evaluation of the performance of the Chief Executive Officer and establish goals for the following year.
8. Conduct an evaluation of the effectiveness of Board Committees and establish goals for the following year.
9. Conduct a written annual self-evaluation.

10. Keep full and accurate minutes of its meetings and those of its committees.
11. Maintain a policy book so that governing decisions made over a period of years, may be readily available to subsequent leadership and administrators.



## Board Member Profile Agreement

As a Board member of The Academy Board of Directors I understand my duties and responsibilities and agree to abide by the responsibilities and expectations outlined in the Board Manual and Expectations to the best of my ability.

- I agree to fulfill the General Board Responsibilities.
- I agree to abide by the Behavior Expectations at all times.
- I agree to complete Annual Training as applicable.
- I agree to follow the Conflict of Interest policy as needed.
- I will perform all Board Member Duties to the best of my ability.

---

Michael Stock

August 7, 2020

---

Date

---

Tamela Miller-Carlson

August 7, 2020

---

Date

---

Sarah Drewlow

August 7, 2020

---

Date

---

Dan Klenjoski

August 7, 2020

---

Date

---

Kevin Sanchez

August 7, 2020

---

Date

---

Brad Walsh

August 7, 2020

---

Date

---

Greg Weaver

August 7, 2020

---

Date